

## Finance Department Overview

The City of Miami Springs' Budget and Finance Department (Finance Department) is responsible for a wide array of City functions.

This department prepares the annual operating and capital project budgets, helps departments with budgeting, and monitors expenses and fund balances. Other responsibilities include controlling funding of asset improvements and conducting operational research such as productivity studies.

The Finance Department encompasses Utilities Customer Service, Purchasing, Accounts Payable, Payroll, Budgeting, and General Accounting. The reporting of these activities is done by program in order to separately track the costs. Our responsibilities are dictated by Code and include the acquisition of materials, supplies, equipment and services for all City departments, including Utilities and Police Departments.

We strive to acquire the quality, quantity and delivery required by departments at the least overall cost to the City.

### Interviews / Appointments

Though not required, appointments are preferred and will help you to complete your business with a minimum of lost opportunity. We suggest that initial visits be somewhat general, giving us an introduction to you and product lines. Subsequent visits are ideal opportunities to explain in detail a single item or service that you provide. Line cards, catalogs and price lists are always helpful.

### Vendor / Bidder List

The Purchasing Department maintains a list of prospective vendors and bidders classified by commodity or service. You may be placed on this list by completing the City's vendor application and commodity listing detailing the items or services that you provide. To assure that you are included under all of the appropriate categories, we ask that you be specific about the items or services that you provide. The City provides three ways to obtain a vendor application:

- Vendor Application Quotations
  - It is the policy of the Purchasing Department to seek verbal quotations whenever possible, within the scope of efficient operation. In the normal course of events, we will seek to get at least three quotations for materials or services up to \$4,999.99; three written quotations on \$5,000.00 to \$24,999.99. Anything in excess of \$25,000.00 must be a sealed bid. These rules may be effected by such things as time factor, single source items, previous purchase information, etc.
- Purchase Authorizations
  - All purchases made on behalf of the City must be supported by an authorized Purchase Order. Under no circumstances should a vendor fill an order for any City department without a Purchase Order number.

### Taxes

The City of Miami Springs is exempt from all federal excise and state sales taxes. Exemption certificates will be executed by the Finance Department upon written request by the vendor.

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